

# GL/CM Rapid Deployment

## 1. Setup Functional Currency

Go to System Manager > Activities > Company Configuration

- Add Functional Currency
- Add Reporting Currency

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## 2. Setup Account Structure

Go to General Ledger > Setup > Account Structure

- Change Location Length to 1
- Add Department
- Add Company

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## 3. Setup Segment Account > Primary Accounts

Go to General Ledger > Setup > Segment Accounts

- Select Primary Account > Click Import Primary button
- In Imports Primary Accounts screen > Select a Company type > Click Select All button > Add Selected button > OK

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## 4. Setup Other Segments

Still in Segment Accounts screen

- Select Location > Enter Code, Description and Chart Desc.
  - Create 2 Location Code
  - 0 for Adim
  - 1 for Location 1

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- Select Department > Enter Code, Description and Chart Desc.

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- Select Company > Enter Code, Description and Chart Desc.

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## 5. Build Accounts

Still in Segment Accounts screen > Click Build button

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Should open Build Accounts screen

- Enter Currency
- Filter for Account Type equals **Assets** and **Liability**
- Click Select All button
- Select Segment Codes for **Assets** and **Liability - Code: 0**
- Click Build button > Should open Commit Chart of Accounts screen

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- Click Commit button > OK

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- Click Select None button
- Filter for Account Type not equals **Assets** and **Liability**
- Click Select All button
- Select Segment Codes - **Code: 1**
- Click Build button > Should open Commit Chart of Accounts screen
- Click Commit button > OK

## 6. Setup Bank

Go to Cash Management > Maintenance > Banks > Click New button

- Enter Routing No./National Bank Identifier No = 122105155

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## 7. Bank Account

Go to Cash Management > Maintenance > Bank Accounts > Click New button

Enter the following:

- Bank Name <Created Bank>
- Bank Account
- GL Accounts
- Ending Check

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## 8. Setup Company Location

Go to Common Info > Activities > Company Locations

- Select Location Name > Click Open Selected button

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Setup Tab

- Use Location Address = Yes

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GL Accounts tab

Enter the following:

- Location

- Company
- Bank Account
- Specific GL Accounts

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## 9. Enable Override Retained Earnings

Go to System Manager > Activities > Company Configuration

- Select General Ledger > Override Retained Earnings

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## 10. Setup Fiscal Year

Go to General Ledger > Maintenance > Fiscal Year > Click New button

Enter the following:

- Fiscal Year
- Retained Earnings
- Income Summary

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Click Generate button > Should open Generate Period screen > Click OK

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Click Set Current Button > Save

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## 11. Setup Company Config > Intra Company Settings Due To / Due From (Skip this for the mean time)

## 12. Create GJ

Go to General Ledger > Activities > General Journals > Click New button

Enter the following

- Post Date = <today>
- Grid

Account Id	Debit	Credit
11600-0001-1-1	100	
50010-0001-1-1		100

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## 13. FRD

Go to Financial Report > Maintenance > Financial Report Builder > Click Recalc

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Maintenance > Report Templates > Select Balance Sheet

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Click Generate button

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Should open Report Viewer

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## 14. Import Bank

Cash Management > Maintenance > Banks

- Click New button > Should open Bank screen

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- Click Import button > Should open CSV Import screen
- Click Browse > Select File > Click Import button

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## 15. Import Vendors

- Purchasing > Maintenance > Vendors
- Click Import button
- In Import Entities from CSV, click Browse > select import file > Click Import

File: [import\\_Vendors.csv](#)

*\*Payment Method field not part of import process*

## 16. Import bank from Vendor > EFT Screen

- Purchasing > Maintenance > Vendors
- Open existing vendor or create new vendor > Click Additional button > EFT Information
- In Import ACH/EFT Information from CSV, click Browse > select import file > Click Import

If Bank used in Import file is not existing, error detail is thrown and log is opened.

File: [import\\_eft\\_information\\_NewBank.csv](#)

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If Bank used in import file is existing, import successful message is shown. User needs to manually close Import ACH/EFT Information from CSV screen.

File: [import\\_eft\\_information\\_Vendor001.csv](#)

*\*File matches entity number from #15 and banks from #14*

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Bank is populated on the grid.

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## 17. Import Vouchers

- Purchasing > Activities > Vouchers
- Click Import button > Set Template to Standard > Click Browse button and select import file>Click Import button
- Import Log will load > will show list of vouchers imported

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File: [ImportVouchers.csv](#)